

House District \_\_\_\_\_

Senate District \_\_\_\_\_

**THE TWENTY- FOURTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

Log No: 23 - C

For Legislature's Use Only

Type of Grant or Subsidy Request:

☐ GRANT REQUEST - OPERATING☒ GRANT REQUEST - CAPITAL☐ SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):  
Office of Community Services

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN): \_\_\_\_\_

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
**Catholic Charities Housing Development Corporation**

Dba: \_\_\_\_\_

Street Address: **250 Vineyard St. Honolulu HI 96813**Mailing Address: **250 Vineyard St. Honolulu HI 96813****2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**Name EDWARD ONTAITitle Vice President, Support ServicesPhone # 808-527-4462Fax # 808-527-4469e-mail eddie.ontai@catholiccharitieshawaii.org**3. TYPE OF BUSINESS ENTITY:**

- ☒ NON PROFIT CORPORATION  
☐ FOR PROFIT CORPORATION  
☐ LIMITED LIABILITY COMPANY  
☐ SOLE PROPRIETORSHIP/INDIVIDUAL

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**

**KALOKO HOUSING PROGRAM**  
(Maximum 300 Characters)

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

**8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**FY 2008-2009 \$ 1,800,000**9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:**

- ☒ NEW SERVICE (PRESENTLY DOES NOT EXIST)  
☐ EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE  
AT THE TIME OF THIS REQUEST:

STATE \$ \_\_\_\_\_

FEDERAL \$ 325,279.31

COUNTY \$ \_\_\_\_\_

PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

**RICK STACK, BOARD PRESIDENT**  
NAME & TITLE

01/24/08

DATE SIGNED

## Application for Grants and Subsidies

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Include the following:

1. A BRIEF description of the applicant's background;

The initiative to start a Catholic Charities Housing Development Corporation began in 1993 when the Catholic Charities Ad Hoc Housing Committee was formed by the Catholic Charities Board to build affordable housing units in Kauai. This committee guided the submittal of a Rental Housing Trust Fund Capacity Building Proposal of \$50,000 (funded but not project actualized) and a Pakui Proposal (FEMA Hurricane Disaster Recovery Funding) to the County of Kauai for \$5.3 million (not funded). In 1994, Takushi Funakai Wong and Stone were hired to develop the Catholic Charities Housing Corporation's 1st incorporation document. No official board action was taken on the housing corporation at the time due to the Kauai County's non-acceptance of the agency's Pakui proposal.

The Catholic Charities Ad Hoc Housing Committee continued to review many possible development activities for the island of Kauai until it ceased its work at the end of 1996. Potential development activities reviewed included: forming partnerships with various developers and self-help non-profit agencies, a rent to own project, purchasing several buildings from the Lihue non-profit agencies, a purchasing two elderly projects upon its completion by Kauai Housing Development Corporation, and building on Immaculate Conception School property. None of these possibilities were considered realistic due to various problems and barriers (cost, lack of water allocation, lack of infrastructure, not fitting the mission, and more).

Towards the later part of 1996, Jerry Rauckhorst (Diocesan Director), Morris Masuda (Executive Director of Catholic Charities Community Services) and the CCCS Board built upon the work of the Catholic Charities Ad Hoc Housing Committee to secure disaster recovery funds from Catholic Charities USA. In January 1997, the Catholic Charities Board approved the submittal of the first of two proposals to CCUSA. The first entailed a partnership with the Department of Hawaiian Home Lands, Mark Development and Bank of Hawaii to assist very low income buyers with low interest mortgages to purchase homes on Hawaiian Home Lands in Hanapepe Heights, Kauai. This proposal was not funded by CCUSA due to their admitted lack of expertise in conducting oversight of loan programs and that in their judgment the plight of the Hawaiians was a pre-existing hurricane condition. The second proposal requesting funding for community and housing assistance services for Kauai was submitted in July 1997 and funded by CCUSA for \$800,812 (five years).

CCHDC was finally incorporated under the leadership of Morris Matsuda, in June of 1999 as a private non-profit 501(c)(3) corporation.

Catholic Charities Hawaii (CCH), CCHDC's parent company, operates two (2) Transitional Housing Programs: Ma'ili Land, on Oahu's Waianae Coast, and Kawaihae, in West Hawaii on the Big Island (Island of Hawaii).

CCH operates two transitional housing programs with the primary goal of assisting homeless families to obtain and retain permanent affordable housing.

It should also be noted that a homeless resource center located in Wailuku, Maui, Ka Hale A Ke Ola - A six residential building complex that includes 72 self-contained studios and two-bedroom units; 42 dormitory beds for emergency shelters; certified commercial kitchen; separate child care facility; medical clinic; classrooms; laundry facilities; dining hall and administrative offices - was originally developed and operated by Catholic Charities Hawaii back in 1991. Catholic Charities Hawaii eventually "spun-off" the center into its own entity now called Maui Economic Concerns of the Community (MECC). MECC then developed Hale Makana O Wai'ale in 1997; an affordable housing rental project located next door to the center. Its facilities include a 200-unit apartment complex with approximately 700 residents.

**The goals and objectives related to the request;**

To address the critical need for housing and support services for homeless and low-income families in West Hawai'i by the construction of the Kaloko Housing Program which will include at a minimum, twenty-four (24) units of transitional housing, thirty (30) affordable rentals, a multipurpose community and education center, and warehouse. With the dire need for affordable housing in the community, the lack of available land to develop affordable housing, and to possibly supporting the continuing operation of the 24 proposed transitional housing units financially, additional affordable rental units are being considered.

To provide an urgently needed replacement for Kawaihae Transitional Housing Program (the only shelter program serving families in West Hawai'i, which currently provides 67% of family transitional housing units for the entire island) which must close June 30, 2009 due to health and safety issues.

To address the source of the West Hawai'i housing crisis by increasing the inventory of affordable, service-enriched rental units for working families.

Improve outcomes for participating families by offering services at a program location with greater access to employment, education, healthcare, and community life.

Within the first year of program operation:

Provide a total of 35 families, approximately 150 people, with service-enriched housing to help maintain their family stability and improve their self-sufficiency.

Provide 35 homeless families per year (150 individuals) with transitional housing services, transitioning 50 homeless participants into permanent housing.

Provide at a minimum, and possibly more, 30 families (120 individuals\*) successfully transitioning through the homeless service continuum, or low-income working families, with longer-term affordable rental housing and support services.

\*(based on average family size of 4 persons per household)

2. **State the public purpose and need to be served;**

The public purpose and need to be served by this program is to provide affordable housing for homeless and low income families. Creating a safe, affordable housing program in proximity to Kailua-Kona will reduce the number of homeless families with children living in unsafe situations in public areas.

The need for housing services is great, as indicated by the 2007 Homeless Point-In-Time Count which reports the Big Island as having over 65% of the total homeless population of all the rural island counties. In particular, the Big Island data demonstrates a growing number of homeless families, up 27% over the last count in 2005.

Despite such demand for services, the Island of Hawai'i has the lowest number of transitional housing units for families in the entire State. After the mandated closure of Kawaihae Transitional Housing Program in 2009, there will be only 12 units of family transitional housing (all located in East Hawai'i) to serve the entire island's homeless population.

This shortage is a serious public concern which will impact the health and safety of this vulnerable population as well as the broader community if left unaddressed.

Workforce and affordable housing is another major concern in West Hawai'i. The nearest affordable housing is located over 100 miles away from the primary job centers. The inability to maintain a stable base of qualified employees has had a negative impact on the local economy, including the visitor industry.

The Kaloko Housing Program will benefit the resident families as well as local employers, by offering affordable housing with access to employment, and providing employers a stable base of employees that live in the community where they work.

Through on-site support services, all resident families will be able to increase their skills and improve their self-sufficiency, contributing toward a healthy community.

3. Describe the target population to be served; and

The target population for the Transitional Housing Program is characterized as homeless families with children who do not have the skills or have lost the means to pursue jobs that pay a living wage, long-term housing and life goals. In West Hawai'i, there are a high percentage of immigrants, with language and acculturation needs. The target population typically lacks standard education, and self-confidence, but are willing to work.

The target population for the Affordable Rental project will be low-income families working in West Hawai'i, earning 50-60% or less, of the area median income ("AMI") range, with a certain percentage possibly available for those at 30% or below. These families are also striving to stabilize their lives and increase their skills, and will benefit from an available support network to help them maintain their positive momentum toward improving their lives.

One of the key features of this project, is that by co-locating the transitional program and the affordable units, the families living in the affordable rentals would also have the support of the services on site to help increase their life skills (budgeting, credit counseling), education, or address other family needs (such as counseling and child enrichment programs.)

4. Describe the geographic coverage.

The geographic coverage of the Kaloko Housing Program will be island-wide with a specific emphasis in West Hawai'i, which includes the districts of Kohala, North and South Kona, and Kau. This region alone encompasses a total of over 2,000 square miles, over three times the area of the entire island of Oahu (607 sq miles). However, because of the lack of existing homeless facilities,

families from all over the island are continually seeking transitional housing services, wherever they are available.

## II. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request.

1. Describe the scope of work, tasks and responsibilities;  
CCHDC will be the developer of the entire project, which will include the following tasks and responsibilities:

- Master planning
- Obtaining the appropriate permits and entitlements
- Design work
- Financing
- Construction
- Lease-up

2. The applicant shall provide a projected annual timeline for accomplishing the results or outcomes of the service;

11/07 – 6/08	Planning
11/08 – 7/09	Federal, State and County financing
4/08 – 12/09	Design & Permitting
1/10 – 8/10	Construction (Transitional Units)
9/10 – 3/11	Construction (Affordable Units)

3. The applicant shall describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

CCHDC is a subsidiary of CCH, and shares the same quality assurance and evaluation process as its parent company. CCH is a nationally accredited nonprofit organization that provides health and human services to over 40,000 individuals on an annual basis throughout the state of Hawaii. With a commitment to excellence and a goal to meet and/or exceed best practice standards, the following Quality Assurance (QA) Plan was developed and is implemented throughout CCH.

This Plan details the following fundamental activities that support the ability of CCH to continue delivering quality services and achieve desired outcomes:

**Training** - Quality assurance begins with the timely training and orientation of employees to all applicable state, federal, local, contractual, licensing requirements, and accreditation standards. CCH maintains a comprehensive training program that begins upon hire and progressively builds upon the position's function.

**Supervision/Program Oversight** - Regular and timely supervision of employees and case records is essential to enforcement of performance standards, development and monitoring of improvement plans (as needed), and facilitation of professional development.

**Quarterly Peer Review** - In addition to individual employee and unit/department meetings, CCH conducts quarterly peer review sessions through which a random sample of open and closed case

records is reviewed by teams that are comprised of professionals who are not directly involved in the specific program. In accordance with best practice standards, CCH targets a 95% confidence level<sup>1</sup> and .01 confidence interval<sup>2</sup> in its sampling selection.

Upon the completion of each peer review session, the following activities are performed:

- The individual results of each case record are entered into an agency-wide peer review database;
- The original review forms are routed to the respective program supervisors via the division administrators;
- A summary analysis report of the peer review session is written by each program supervisor and submitted to the QA Director via the Division Administrator;
- Corrective action forms are completed for each record that has been given a non-compliant rating and routed to the QA Director via the Division Administrator;
- A summary report of the peer session (statistics, trends, and recommendations for improvement) is prepared by the QA Director and submitted to the VP-Programs and Division Administrators.

The peer review summary report is concurrently shared with the Catholic Charities Hawaii's Quality Improvement Committee and Program Board for their review.

*On an annual basis, consolidated peer review report is prepared and included in the Annual QA Report to the Catholic Charities Hawaii Program Board.*

**Outcomes Measurement-** Building upon the Agency's investment in training, supervision, and case reviews, CCH monitors the overall strength and quality of its programs through outcomes measurement systems. All programs currently have measurement systems in place that evaluate the overall effectiveness of the program. CCH monitors accomplishment of program outcomes specific to the Kawaihae Transitional Housing Program

A summary description of the specific tools and process used in measuring the effectiveness of the program outcomes is as follows:

- Satisfaction Surveys - feedback from external and internal stakeholders
- Tracking logs - to monitor and analyze rates of completion, timeliness, and goal attainment
- Supervision - informal method of monitoring performance and compliance with procedures

*The Quality Assurance Director coordinates the agency-wide effort to develop individual outcomes measure systems. On a semi-annual basis, each program reports the progress and/or delays in attaining the proposed program goals and objectives, along with variance explanations to the Division Administrator. Collaboratively, the Division Administrator and the program supervisor develop strategies and/or corrective action plans to improve identified weak areas.*

The year-end results of each program's goals and objectives are reported in the agency's annual Quality Assurance Report. The report is reviewed by the CCH Program Board and subsequently approved by the agency's Corporate Board.

<sup>1</sup> Indicates how certain the sample reflects the entire population

<sup>2</sup> Indicates the precision level of the results

**Stakeholder/Consumer Feedback** - Measurement of the degree of consumer satisfaction or dissatisfaction Catholic Charities Hawaii administers consumer satisfaction surveys to its program participants twice a year, exceeding the best practice standard's annual requirement. The survey tool was designed in accordance with Council on Accreditation requirements and the results are used to identify program and agency strengths and opportunities for improvement. The satisfaction survey tool is comprised six (6) sections that focus on the following:

- Demographics (age, ethnicity, & gender)
- Effectiveness of Service
- Timeliness of Service
- Cultural Sensitivity
- Accessibility to Service/Program
- Follow Up

The results of the satisfaction surveys are entered into a database and semi-annual reports are generated through the Quality Assurance Office. The year-end results of all the surveys are summarized and reported in the agency's annual Quality Assurance Report. The report is reviewed by the Catholic Charities Hawaii Program Board and is subsequently approved by the agency's Corporate Board

**Corrective Action** - Within each quality assurance activity described above there are planned opportunities to identify areas for improvement and corresponding opportunities to develop improvement plans. Currently, CCH utilizes both formal and informal plans/strategies to improve identified weakness. Formal plans are written and include specific goals and objectives and are typically used for material and/or repeat findings. Informal plans are loosely written or in verbal form and are typically used to address a minor, initial finding. Each program supervisor and division administrator monitors the implementation of applicable program/divisional specific corrective/improvement plans.

**Quality Assurance Oversight** - Quality assurance is a shared responsibility that begins at the point of service delivery (micro-level) and is monitored successively through the Clinical Supervisor, division administrator, QA Director, VP of Programs, Senior Management Team/QI Committee, CCH Program Board, and ends with the CCH Corporate Board (macro-level).

**Summary of Annual Quality Assurance Report**

On an annual basis, Catholic Charities Hawaii prepares an Annual Quality Assurance Report that minimally contains the following:

- Executive Summary
- Summary Report on Peer Review Sessions
- Summary Report on Client and Employee Incidents, Accidents and Sentinel Events
- Summary Report on Client and Employee Grievances
- Summary Report on Program Monitoring Reports
- Program Outcome Trends
- Status Report on Prior Year's QA Report Recommendations
- QA Goals and Objectives for Next Year

The Quality Assurance Report is reviewed by the Catholic Charities Hawaii Program Board and subsequently approved by the agency's Corporate Board.

4. The applicant shall list the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess

the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

Construction completed for facility opening within projected time frame.

Sample Program Measures of Effectiveness:

- 75% of all families placed in permanent housing will remain in permanent housing for a minimum of 6 months.
- 75% of all employable adults will have gained and/or maintained employment within one year of program entry.

### **III. Financial**

#### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
2. The applicant shall provide its anticipated quarterly funding requirements for the fiscal year 2008-2009.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
300,000	300,000	600,000	600,000	1,800,000

### **IV. Experience and Capability**

#### **A. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

While this is CCHDC's first affordable housing project in Hawaii, it can obtain resources and expert guidance from other "sister" Catholic Charities housing development corporations on the mainland that has experience in the affordable housing area. In addition, CCHDC is utilizing Mr. Gary Furuta as its project manager and developer, and his seasoned project team. Mr. Furuta has considerable prior experience in developing and operating affordable rental housing projects with other nonprofit agencies. Some of Mr. Furuta's recent affordable projects include Mokuola Vista, Hale Wai Vista, Hale Mohalu II, Birch Street Apartments, Wisteria Vista, Kalakaua Vista, Artesian Vista, Wilder Vista, Kinau Vista, Piikoi Vista and Ainahau Vista.



**B. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

The purpose of this Grant In Aid request is to obtain funds to be used toward the construction of facilities for this project, which shall meet all ADA requirements, as applicable.

The program will be developed on a County-owned site, TMK (3) 7-3-009: 055, containing approximately 8 acres which will be leased to CCHDC for the purpose of establishing a transitional and affordable rental housing project.

Facilities to be constructed, in part via this grant request, will consist of a minimum of twenty-four (24) transitional housing units and thirty (30) affordable rental housing units. The project shall also contain a multipurpose building, community center and warehouse.

**V. Personnel: Project Organization and Staffing**

**A. Proposed Staffing, Staff Qualifications, Supervision and Training**

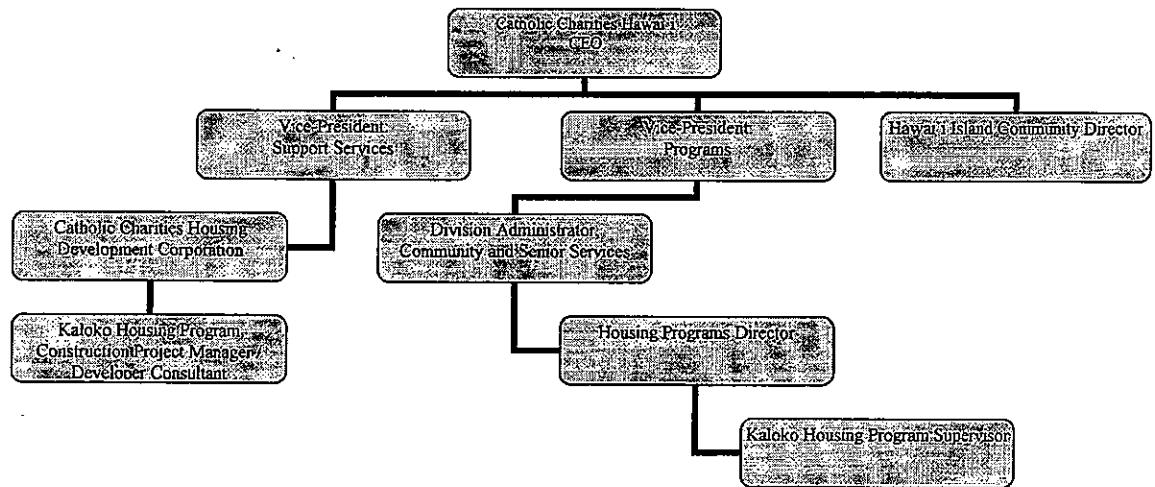
The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

CCHDC is lead by its Board President, Mr. Rick Stack, Vice President, Development of A&B Properties, Inc. Prior to joining A&B, Mr. Stack was Vice President at Molokai Ranch and had held similar development responsibilities for the State of Hawaii's Housing Finance and Development Corporation.

CCHDC staff includes Mr. Edward Ontai, CCH Vice President of Support Services; and Ms. Lisa Sakamoto, CCH Vice President of Finance. Mr. Ontai is a CPA who has had financial experiences in both the public accounting field (Ernst & Young/Deloitte & Touche) and private industry. Mr. Ontai oversees all of CCH's facilities and will act as the staff lead person on the project. Ms. Sakamoto is also a CPA, who received her financial training from Coopers & Lybrand, in addition to working for a large financial institution in New York (Prudential). Ms. Sakamoto is oversees all the agency's financial records, and was previously the Chief Financial Officer at Hawaiian Tug & Barge Young Brothers for over thirteen years. Ms. Sakamoto will be taking the lead on all financing matters for the project.

**B. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organizational chart that illustrates the placement of this request.



## VI. Other

### A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

N/A

### B. Licensure or Accreditation

Specify any special qualifications, including but not limited to licensure or accreditation that applicant possesses relevant to this request.

Accreditation: Council on Accreditation for Families and Children

# BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: Catholic Charities Housing Development Corporation

Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
Not Applicable				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				\$ -
JUSTIFICATION/COMMENTS:				

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Catholic Charities Housing Development Corporation

Period: July 1, 2008 to June 30, 2009

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

# **BUDGET JUSTIFICATION CAPITAL PROJECT DETAILS**

Applicant: Catholic Charities Housing Development Corporation

Period: July 1, 2008 to June 30, 2009

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ANY OTHER SOURCE OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED		FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2005-2006	FY: 2006-2007	FY: 2007-2008	FY: 2008-2009	FY: 2009-2010	FY: 2010-2011
PLANS			300000			
LAND ACQUISITION						
DESIGN		325279.21	300000			
CONSTRUCTION			1200000			
EQUIPMENT						
TOTAL:			1,800,000			
JUSTIFICATION / COMMENTS:	A total of \$12M is estimated for the entire project, assuming (24) transitional units, (30) affordable units, and a 10,000 square foot warehouse. Additional funding will be sought from other government sources (e.g. Rental Housing Trust Fund, CDBG/HOME Funds) and private funding sources (e.g. Income tax credit syndications, loans and foundations).					

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and assuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Catholic Charities Housing Development Corporation

(Typed Name of Individual or Organization)



(Signature)

1/24/08

(Date)

Rick Stack

(Typed Name)

Board President

(Title)

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2008 to June 30, 2009)

Applicant: \_\_\_\_\_

BUDGET CATEGORIES	Total State Funds Requested (a)	(b)	(c)	(d)
<b>A. PERSONNEL COST</b>				
1. Salaries				
2. Payroll Taxes & Assessments				
3. Fringe Benefits				
<b>TOTAL PERSONNEL COST</b>				
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>				
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>	1,800,000	7,920,000	2,280,000	
<b>TOTAL (A+B+C+D+E)</b>	12,000,000			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,800,000	Edward Ontai 527-4462		
(b) Private Funding Sources	7,920,000	Name (Please type or print) _____ Phone _____		
(c) Other Gov't	2,280,000	Signature _____ Date 1/24/08		
(d)		Authorized Official _____		
<b>TOTAL REVENUE</b>	12,000,000	Rick Stack, Board President Name and Title (Please type or print)		